



# Approving Timesheets

mylacounty.gov



This quick reference guide provides detailed steps on how to access the worklist to approve timesheets through mylacounty.gov. You have three different options to get to the worklist:

Option	Features
<b>I. Jump To</b>	The Jump To field provides the quickest access to the Time Worklist.
<b>II. Message Center - Worklist</b>	You can access the worklist through the Message Center menu. This worklist is like a 'master worklist' which provides quick access to all your eHR document worklists (e.g., TIMEI, ESMT, TADJ, etc.). This is good for approvers who approve multiple eHR document types, such as TIMEI, ESMT, TADJ, etc.
<b>III. Message Center – Worklist - Time Worklist</b>	You can access several worklists, including the Time Worklist, from this menu. This navigation option provides easy access to the Time Worklist and is a good alternative for timesheet approvers who like mouse navigation and prefer the Time Worklist to the generic worklist described in Option II.

To get started, you need to login to mylacounty.gov. If you need some help logging in, consult the Logging in to mylacounty.gov Quick Reference Guide and video tutorial which are available at <http://mylacounty.gov/wps/portal/mylac> (the materials can be accessed without logging in).

Once you have logged into mylacounty.gov, all the applications you have access to will be displayed in the My Applications tab.

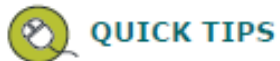
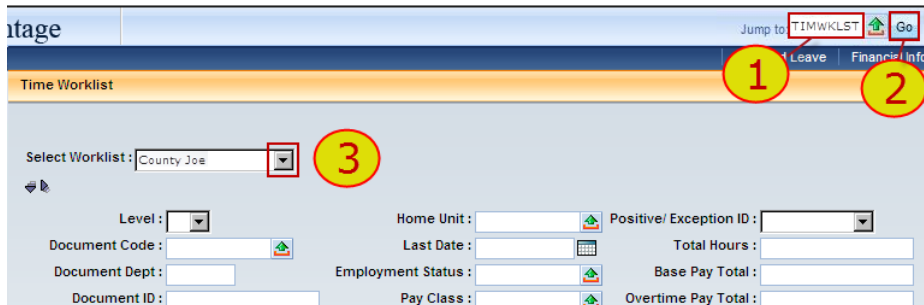
### Launching the eHR Application from My Applications

Once you have logged into mylacounty.gov, launch the eHR application from the My Applications tab.



### I. Accessing the Time Worklist with Jump To (Fastest Method)

- 1) Enter TIMWKLST in the Jump To field
- 2) Click Go
- 3) Select the unit worklist for the timesheets you wish to approve from the Select Worklist menu

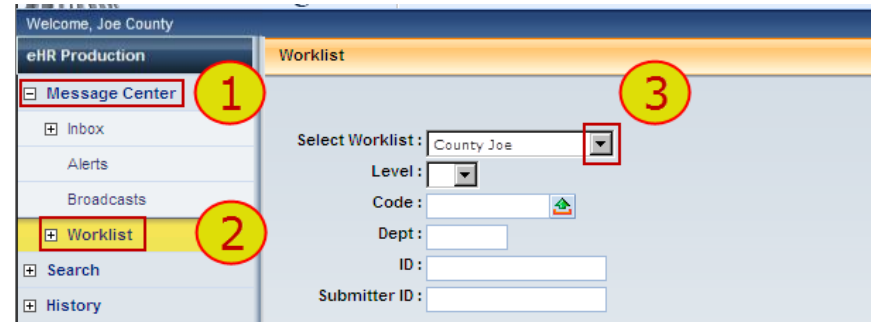


If you have questions on how to approve timesheets you have selected from the worklist, view the TIMEI approval materials on the Time Collection eCAPS project website at:

<http://ecapsweb.co.la.ca.us/Project/eHR/TimeCollection/index.asp>

### II. Accessing the Message Center Worklist

- 1) Click on Message Center
- 2) Click on Worklist
- 3) Select the unit worklist for the timesheets you wish to approve from the Select Worklist menu



### III. Accessing the Message Center Worklist – Time Worklist

- 1) Click on Message Center
- 2) Expand the Worklist menu (the Expand icon is displayed as a Plus sign when the menu is collapsed and will turn into a Minus sign when the menu is expanded)
- 3) Click on Time Worklist
- 4) Select the unit worklist for the timesheets you wish to approve from the Select Worklist menu

